

DEPARTMENT OF THE ARMY
Corps of Engineers, Portland District
P. O. Box 2946
Portland, Oregon 97208-2946

CENWP-SO
Regulation
No. 385-2-1

15 May 2001

Safety
SAFETY AWARDS PROGRAM

History. This issue is a revision of the former NPPR 385-2-1.

Summary. This regulation on the safety awards program has been revised to update the issuing district designation, establishes a fiscal year submittal of crew log(s) and the forms used to nominate and verify group/crew for recognition.

1. PURPOSE. This regulation establishes the policy for the safety awards program in the Portland District.
2. APPLICABILITY. This regulation is applicable to all Portland District operations as described in paragraph 4.
3. REFERENCES. Related publications are listed below.
 - a. AR 385-10, The Army Safety Program.
 - b. AR 385-55, Prevention of Motor Vehicle Accidents.
 - c. AR 672-20, Incentive Awards.
 - d. NWDR 385-1-1, Safety and Occupational Health (SOH) Program.
 - e. NWPR 690-1-1, Incentive Awards.
4. TYPES OF AWARDS AND ELIGIBILITY REQUIREMENTS.
 - a. Group Safety Awards.
 - (1) Plaques.

(a) District safety awards plaques will be awarded on an annual basis to recognize exceptional and highly successful safety performance of Division Offices, Branches and Field Offices. (See Appendix A.)

*This regulation supersedes NPPR 385-2-1, 24 June 1988.

(b) A revolving safety award plaque presented annually and held one year, for exceptional safety performance will be awarded to the office driving the most miles during the year in excess of 100,000 miles without a chargeable accident. (See Appendix B.)

(c) Safety award plaques may be awarded to recognize cumulative years/manhours (200,000 or more) of significantly improved safety performance of Division Offices, Branches and Field Offices.

(2) Certificates of Merit. District certificate of merit may be awarded on an annual basis to recognize significantly improved and improved safety performance of Division Offices, Branches and Field Offices.

b. Group/Crew Incentive Awards.

(1) District Offices are encouraged to recognize individuals collectively on a per group/crew basis for noteworthy safety achievement. Management of the Group/Crew Safety Awards portion of the program is the responsibility of Division and individual office Chiefs. (See Appendix C.)

(2) To be eligible for an award the entire group/crew must not have experienced a recognizable accident (lost time injury or reportable motor vehicle/property damage accident) during a one year period (see Appendix C for details).

c. Recordkeeping of NWP Form 385-2-R. The Portland District Safety Office will maintain NWP Forms 385-2-R under the Modern Army Recordkeeping System (MARKS) File Number 672-74a for 10 years as the office of record having award selection responsibility.


FOR THE COMMANDER:

3 Appendices

App A - Exceptional/Highly
Successful

App B - Motor Vehicle Operations

App C - Group/Crew Incentive Awards
for Safety


VICKIE L. ASHENBRENNER
Executive Assistant

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<http://www.nwp.usace.army.mil/im/r/regs/nwpr.html>

All Supervisors

APPENDIX A

DIVISION OFFICES
BRANCHES AND
FIELD OFFICES

Awards

(Plaque)

EXCEPTIONAL

Requirements

1. Worked a minimum of 200,000 manhours and drove at least 100,000 miles (this may be in one calendar year or an accumulation of calendar years).
2. No recordable accidents (injuries, motor vehicle or property damage).
3. Administers both government and contract work.
4. Exposure consists of at least one of the following operations:
 - a. Dredging
 - b. Construction
 - c. Hydroelectric Power Plants
 - d. Drilling
 - e. Flood Control
 - f. Land Plant Facilities
 - g. Surveying

NOTE: Chargeable accidents caused by the public will not be considered when making award determinations.

Awards	DIVISION OFFICES BRANCHES AND FIELD OFFICES	(Plaque)
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HIGHLY SUCCESSFUL

Requirements

1. No minimum manhours worked or miles driven requirement.
2. No recordable injury.
3. One minor motor vehicle or property damage accident may qualify. Accident particulars will be evaluated on an individual basis and the accident will not have had high severity potential.
4. Administers government work. May or may not administer contract work.
5. Exposure consists of at least one of the following operations:
 - a. Dredging
 - b. Construction
 - c. Hydroelectric Power Plants
 - d. Drilling
 - e. Flood Control
 - f. Land Plant Facilities
 - g. Surveying

NOTE: Chargeable accidents caused by the public will not be considered when making award determinations.

15 May 2001

APPENDIX B

DIVISION OFFICES
BRANCHES AND
FIELD OFFICES

Awards

(Plaque)

EXCEPTIONAL
(Motor Vehicle Operations)

Requirements

1. A revolving award presented annually and held for one year, to the office driving the most miles in the District during the year without experiencing by chargeable motor vehicle accidents.
2. Motor vehicle exposure must exceed 100,000 miles driven.

NOTE: Chargeable accidents caused by the public will not be considered when making award determinations.

APPENDIX C

BRANCHES AND FIELD OFFICES

(Monetary)

AWARDS

GROUP/CREW INCENTIVE AWARDS FOR SAFETY

Requirements

1. General: Awards will be administered under the Incentive Awards Program, AR 672-20, (Intangible Benefits) and provided on a group/crew basis. To receive the award, the group/crew must complete one year of work exposure accident free (without a Lost Time injury or recordable motor vehicle/property damage accident caused by member of the group/crew). When the group/crew experiences a record-able accident, then the new recording period will begin the 1st day of the new fiscal year.
2. Qualifying Criteria: To qualify, group/crew exposure must be in the moderate and/or high risk category at least 30% of the work time. High risk work would entail heavy mechanical/electrical repair, heavy mobile equipment operations, welding operations, etc.; work that is normally performed by mechanics, electricians, utilitymen, deckhands, crane operators, riggers, drillers, etc. Moderate risk work would entail construction/dredging inspection, surveying, outdoor resource activities, powerplant operations, light vehicle/boat operations, etc.; work that is normally performed by construction technicians, surveyors, park rangers, dredge cooks, powerhouse operators, warehousemen, etc. (J-grade control room operators are normally not included.)

Note: 1st line supervisors and foremen are not eligible. An employee must work with a group/crew for at least six full months before becoming eligible for an award.

3. Award Amounts: Awards for high risk work will equal \$100 per employee and for moderate risk will equal \$50 per employee. Awards will be presented by the field operating activity (FOA)/Branch as soon as possible after the group/crew becomes eligible. The Safety Office will monitor to ensure that eligible group/crews are receiving awards on a timely basis from the FOA's/Branches.
4. Group/Crew Sizes: To ensure that chances for award are more equitable, large crews will be divided into smaller groups with the maximum group size being ten (10) employees. (See Examples, Page C-2.) Upon commencement of program, each foreman/1st line supervisor will log the names of the employees for each group on the Safety Incentive Award Group/Crew Log, Verification, and Approval Form (NWP Form 385-2-R), available electronically on the NWP network server or from the NWP Forms Manager. A copy of this Log Form will be forwarded to the Safety Office. Upon completion of the Log Form, the "group" listed cannot be changed for at

least a one-year period following the date of the Log Form. (Does not include transfers nor positions created/removed). Whenever an employee transfers to/from group, the log will be updated by foreman and Safety Office notified.

5. Paperwork Flow Path: Upon completion of accident free work year by group/crew, the foreman/1st line supervisor will complete NWP Form 385-2-R. This involves listing the crewmembers by name, signature by foreman, 1st line supervisor's administrative office then forwarding to Safety Office for verification. After Safety Office's verification, form will be forwarded to FOA approval.

EXAMPLES

Example 1.

A mechanical crew at a hydroelectric plant consists of 19 employees. Because the crew size is greater than ten employees, the crew is divided by the foreman into two groups, Group A (10 employees) and Group B (9 employees). The names of the employees of each group are listed on NWP Form 385-2-R by the foreman, and a copy is forwarded to the Safety Office. On August 10, more than four months since Group A's last recordable accident, one of the Group's employees sustains a Lost Time injury; therefore Group A's new starting date (the first day of the following month) will be September 1st. Group B completes one year of accident free work on the last day of November. The foreman immediately completes NWP Form 385-2-R and forwards it to the Project Manager for approval. The Verification Form is then forwarded through the Safety Office (for verification), next to the division chief for final approval. The award will consist of \$100 for each employee of Group B since their work is considered high risk by Group B's supervisor.

Example 2.

One of a project's small remote plants has a total of seven employees and a supervisor. The employees consist of one mechanic, one electrician, one utilityman, two operators, two park rangers and the supervisor. The supervisor and Project Manager decide to combine these seven employees into one group. The mechanic, electrician and utilityman are considered in the "high risk" category, and the operators and park rangers are considered in the "moderate risk" category. After completing one year of accident free work, the group is eligible for three \$100 awards and four \$50 awards.

Example 3.

A dredge has a twelve-person crew plus two 1st line supervisors. The crew consists of two electricians, two mechanics, one technician, four deckhands and three cooks. The supervisors and captain decide to divide the crew into two groups as follows: Group A consisting of one mechanic, one electrician, the technician, two deckhands and one cook. Group B consisting of one mechanic, one electrician, two deckhands and two cooks. Therefore, each crew will have four "high risk" category employees (mechanics, electricians and deckhands) and two "moderate risk" category employees (cooks and technician). This grouping of employees will help make their exposures to risk more equal for award purposes.

NOTE: The supervisors in the above examples are not eligible for an award.

SAFETY INCENTIVE GROUP/CREW AWARD LOG, VERIFICATION, AND APPROVAL			1. FISCAL YEAR (FY)
<i>(For use of this form see NWPR 385-2-1.)</i>			<input type="checkbox"/> LOG UPDATED
Foremen/First Line Supervisors: At the beginning of each fiscal year, complete Blocks 1 through 5 below and submit a signed copy of this form to the Safety Office. (See instructions on reverse side/second page.) At the end of the fiscal year, if the group/crew has had a year of unrecordable accidents, complete Block 6 and submit this form to approving authorities for signature.			
2. OFFICE SYMBOL	3. LOCATION		4. GROUP/CREW (A, B, or C)
5. GROUP / CREW LOG			
A. EMPLOYEE NAME <i>(Maximum number per group is 10 employees.)</i>	B. DATE LOGGED <i>(yyyy/mm/dd)</i>	C. *RISK <i>(\$ Amount)</i>	D. LAST RECORDABLE ACCIDENT <i>(Date)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
E. SUPERVISOR <i>(Printed/Typed Name and Title)</i>		F. SUPERVISOR <i>(Signature)</i>	G. DATE
6. GROUP / CREW AWARD VERIFICATION <i>(Completed by supervisor one year after log submitted.)</i>			
<i>I certify, as the crew foreman or first line supervisor, the employees listed above have completed an accident free year and qualify for the Safety Incentive Group/Crew Award.</i>		A. SUPERVISOR <i>(Signature)</i>	B. DATE
C. SUPERVISOR <i>(Printed/Typed Name and Title)</i>		D. PURCHASE REQUISITION NUMBER	
7. VERIFICATION / APPROVAL			
TITLE	A. NAME AND TITLE <i>(Printed/Typed)</i>	B. SIGNATURE	C. DATE
ADMINISTRATIVE OFFICE			
SAFETY OFFICE			
FIELD OPERATING ACTIVITY (FOA)			
*High Risk Work (\$100.00): Heavy mechanical/electrical repair, heavy mobile equipment operations, welding operations, etc. <i>(This is work that is normally performed by mechanics, electricians, utilitymen, deckhands, crane operators, riggers, drillers, etc.)</i>		*Moderate Risk Work (\$50.00): Construction, dredging inspection, surveying, outdoor resource activities, powerplant operations, light vehicle/boat operations, etc. <i>(This is work that is normally performed by surveyors, park rangers, dredge cooks, powerhouse operators, warehousemen, etc. J-grade control room operators are normally not included.)</i>	

Group/Crew Safety Award Eligibility: Awards may be earned by groups/crews working in moderate and/or high risk categories (at least 30% of work time) when they complete one year of accident-free work exposure. Work must be completed without a lost-time-injury or recordable motor vehicle/property damage accident caused by a member of the group/crew. (Chargeable accidents caused by the public will not be considered when making award determinations.) To be eligible for an award, an employee must work with the group/crew for at least six full months. Foremen/first line supervisors are ineligible for group/crew safety incentive awards.

INSTRUCTIONS

To establish your group/crew for a safety award, complete Blocks 1 through 5 and submit a copy to the Safety Office at the beginning of the new fiscal year. Reportable accidents (see above) eliminate award eligibility for the group/crew.

1. Foreman/first line supervisor: Enter the fiscal year. If this is an update to the original fiscal year submission, check the box and enter the date. Place an asterisk in front of the employee's name.
2. Foreman/first line supervisor: Enter office symbol (CENWP-__ -__).
3. Foreman/first line supervisor: Enter work location. (Examples: warehouse, power house, etc.)
4. Foreman/first line supervisor: Enter Group/Crew A, B, or C. Assign groups to divide large crews into smaller groups; making opportunities for awards more equitable. Use a maximum of 3 forms/groups per crew. Distribute employees considered in *high risk positions (see explanation on the bottom of the first page) between the groups to ensure that risk of exposure is equitably divided. Groups can not be changed for at least a year, but form may be updated to include transfers or positions created or moved. (If updated, Safety must be notified.)
5. Foreman/first line supervisor: List names of employees and the date they were logged in as members of the "Group/Crew". (See instructions for Block 3.) List employee risk factor by the assigned dollar amount of the award. Enter the employee's last recordable accident. Enter name, title and signature. Submit a copy of this form to the Safety Office.
6. Foreman/first line supervisor: If all members of the assigned group have been accident free for a year, enter your name, title, signature, date and purchase requisition number. (See group safety award eligibility above.) Submit form to the next verifying/approving authority.
7. Verification/Approvals: Enter name, title, and signature, and date. Signed copy should be filed in originating office for 10 years under the marks number: 672-74a (per AR 25-400-2).